

## STATE OF DELAWARE

# **DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES**

**Reportable Events listed below involving a Delaware child/youth require contact  
With parents/guardians and designated DSCYF personnel ASAP.**

Child's case file shall identify family/guardian, DSCYF Division(s) and case worker(s),  
DSCYF contract manager, and contact phone numbers.

### **Events Requiring Person-to Person Voice Contact (Voice-Mail not Acceptable)**

1. Child/youth death or death of program staff member while on duty
2. Injury, illness, or incident requiring medical hospital admission beyond emergency room
3. Escape, unauthorized absence, or runaway from any 24-hour residential facility (see Note)
4. Alleged sexual assault or rape of or by a Delaware youth
5. Allegation of institutional abuse of a Delaware child by program staff member(s)
6. Natural disaster, bomb threat, hostage taking, or other disturbance that has potential for child harm or program disruption

### **Reportable Events for Which Voice-Mail Messages are Acceptable**

**(Leave contact name and phone number in voice-mail message)**

1. Child/youth arrest for felony charges presenting a safety risk to self or others
2. Removal of employee from duty for issue affecting child security/safety
3. Arrest of employee for criminal offenses at program or involving DE youth
4. Infection/illness that may have been caused by conditions in the program facility
5. Community, facility, or employee issues which could lead to media attention
6. Restraints/seclusions
7. Mechanical or chemical restraints
8. Contraband
9. Physical restraint resulting in injury
10. Medication errors/lapses
11. Pattern of self-harm or self-abuse

### **Telephone Contact Information**

**Family Services--**At any time on any day of the year, call (800) 292-9582

#### **During Regular Business Hours**

**Child Mental Health & Youth Rehabilitative Services--**call case or contract manager  
or Emergency/After-Hours contact phone numbers (***need reach only one of these three***).

#### **After-Hours/Weekends/Holidays**

**Child Mental Health--**(800) 722-7710 in DE or (302) 995-8365 outside of DE

**Youth Rehabilitative Services--**Emergency Daytime: (302) 995-8334 or (302) 995-8268

After-Hours/Weekends/Holidays--call Administrative Cell Phone: (302) 353-0334

**Note:** Must also call Ferris School at (302) 993-3800 to report YRS youth AWOLS, escapes,  
or failure to return from "home pass" within one hour of agreed-upon return time  
(for victim notification purposes).

### **Information to be Included in Initial Telephone Notification:**

1. Reporting person's name, job title, & phone number
2. Provider/Program name, location, & phone number
3. Child's/Youth's name(s) and Date(s) of Birth
4. Location, date, and approximate time of Reportable Event
5. What happened? Include who, what, how, and why]
6. If abuse alleged, what steps have been taken to insure safety?
7. What is the condition of the child(ren) at this time?
8. Who has been contacted? (Parents? Guardians? Agencies?)
9. Person to call for additional information/follow-up & phone #

#### **Reminder:**

**Written report using  
format in Operating  
Guidelines required  
within 72 hours of  
Reportable Event.**